Appendix B

Regional Director: Adrian Cannard

Address Block (of company contracting with)

Please ask for:
Direct Dial:
Email:
Date:

Dear Mr/Mrs XXXX

Contract forXXXXXX.

1. On behalf of the East of England Local Government Association (EELGA) I accept the proposal from (Name of company/organisation) dated XXXXX for the above contract dated XXXXX.

   This letter (Appendix B) and the documents listed below will together form a binding contract between EELGA and (Name of company/organisation):

   Appendix A - General Conditions of Contract for Services

   Appendix C - Intellectual Property Rights – EELGA ownership

   Appendix D - Personnel

2. The operative period of the contract will be from the award date of XXXX to XXXX.

3. The contract price for the contract including expenses will be not more than £XXXX plus VAT.

4. EELGA shall pay (name of company/organisation) in respect of the satisfactory performance of the services in accordance with the contract. The payment schedule is as follows: -

   (to be confirmed)

   All invoices should be accompanied by a detailed breakdown of expenditure, together with full and comprehensive reports in both electronic and paper based form as agreed with the project Steering Group. Invoices should be made out to the East of England Local Government Association and sent to:

   Address Block

5. Please acknowledge that you agree to the conditions of the contract by counter-signing and returning one copy of this letter to me by XXXXX.

Yours sincerely

Adrian Cannard
Head of Strategic Support
East of England Local Government Association

Signed (contract lead of company/organisation)

Position in Company and address block
Date